

Long Hill Township

School Crossing Guard

Job Description

Job Title: School Crossing Guard

Summary:

The Township is currently recruiting for the position of School Crossing Guard in the Police Department. You can be an important member of a successful team of individuals committed to the safety of school children in your community. School Crossing Guards work approximately 10-15 hours per week, Monday through Friday, during the regular school year at designated locations in the township.

2020-2021 School Schedule:

- **Central School**
 - 8:10 am to 12:55 pm
- **Gillette School**
 - 9:00 am to 1:30 pm
- **Millington School**
 - 9:00 am to 1:30 pm

Note* *Times are subject to change*

Job Description:

Crossing guards assist children in crossing the street on their way to and from school. Crossing guards provide safe crossings of the roadways and model appropriate street skills and behavior for children.

Expectations and duties:

- Choosing good times to step into the street to create gaps in traffic
- Standing in the roadway with STOP paddle continuously raised to shoulder height to show that pedestrians are using the crosswalk.
- Verbally directing children across the street
- Recognizing and communicating potentially dangerous traffic situations and hazards in the environment
- Fulfilling job requirements outdoors in all weather, including rain, fog, snow, sleet, cold, heat, humidity, and wind
- Be on time.
- Call out sick well in advance.
- Always wear reflective vest and carry STOP paddle while on post.
- Maintain a neat appearance.
- Keep uniform in good condition.
- Scan the area for hazardous conditions (potholes, obscured signs, ice, snow, etc.)
- Park your car in a safe and legal place where it will not obstruct your vision of traffic.
- Remain standing at post during hours of duty. Never sit in vehicle.

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- Be courteous, pleasant and businesslike with children and adults.
- Never leave your post during hours of duty. If a family emergency arises, contact your supervisor or the school to arrange for relief.
- Leave post at end of shift, unless child pedestrians are approaching the crosswalk.
- Be professional.
- Do not smoke or use tobacco products, eat or drink, or chew gum, use profanity, or be under the influence of drugs or alcohol while on duty.
- Do not use a personal cell phone or other electronic device unless necessary to report an emergency.
- Do not read or listen to music.
- Do not engage drivers in conversation.
- Do not touch children or allow children to sit in the guard's car.
- Be an authority figure. Teach by example

Education, Training and Experience

Required:

- Must have a High School Diploma or equivalent. **Or** Any combination of education and experience equivalent to graduation from high school.
- Must be at least 18 years of age or older.
- Must be a U.S. citizen and a New Jersey resident.
- Must successfully pass a thorough criminal history and background check.
- They are of sound body and of good health
- They are of good moral character and have not been convicted of any criminal offense involving moral turpitude.
- Valid Driver's License may be required.

Training and equipment will be provided:

- Must successfully pass 2 hours of classroom training and 20 hours on the job training.